

CONTRACT REQUEST FORM (CRF)

CEC-94 (Revised 5/11)

CALIFORNIA ENERGY COMMISSION



☐ New Contract - - ☒ Amendment to Existing Contract: 700-08-001 Amendment Number: 2

Division	Contract Manager:	MS-	Phone	CM Training Date
700 Siting Transmission Environmental Protection	Joseph Merrill	16	916-651-9005	10/18/07

Contractor's Legal Name	Federal ID Number
Aspen Environmental Group	95-4337914

Title of Project
Siting, Transmission and Environmental Protection

Term	Start Date	End Date	Amount
New/Original Contract	06 / 30 / 09	5 / 31 / 12	\$ 24,226,800

Line up the Amendment information as best as possible in the following boxes

Amendment #	End Date (mm/dd/yy)	Amount
2	3/31/13	\$0.00

Business Meeting Information			
Proposed Business Meeting Date	09/07/11	<input type="checkbox"/> Consent	<input checked="" type="checkbox"/> Discussion
Business Meeting Presenter	Joseph Merrill	Time Needed:	5 minutes

Agenda Item Subject and Description
Possible no-cost time extension of the Siting, Transmission and Environmental Protection (STEP) Peak Workload Contract (700-08-001) by one year to complete the Desert Renewable Energy Conservation Plan. The extension would also allow completion of some contractor assignments started during the original term of the Contract, and would provide back-up contract coverage during the ramp-up of the next STEP Peak Workload Contract, which staff expects to competitively bid and execute by June 30, 2012.

Business Meeting approval is not required for the following types of contracts: *Executive Director's signature is required in all cases.*

<input type="checkbox"/> Contracts less than \$10k (<i>Policy Committee's signature is also required</i>)
<input type="checkbox"/> Amendment for a no-cost time extension. Must be first extension, less than one year and original contract less than \$100k.
<input type="checkbox"/> Contracts less than \$25k for Expert Witness in Energy Facility licensing cases and amendments.

Purpose of Contract or Purpose of Amendment, if applicable

See Contract 700-08-001 Amendment 2 Contract Request Form Attachment 1.

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**California Environmental Quality Act (CEQA) Compliance**

1. Is Contract considered a "Project" under CEQA?

☐ Yes: skip to question 2☒ No: complete the following (PRC 21065 and 14 CCR 15378):

Explain why contract is not considered a "Project":

Contract will not cause direct physical change in the environment or a reasonably foreseeable indirect physical change in the environment because contract involves consultant services for technical studies and training and the outcome will be reports and transfer of knowledge.

2. If contract is considered a "Project" under CEQA:

☐ a) Contract **IS** exempt. (Draft NOE required)
☐ Statutory Exemption. List PRC and/or CCR section number: _____

☐ Categorical Exemption. List CCR section number: _____

☐ Common Sense Exemption. 14 CCR 15061 (b) (3)

Explain reason why contract is exempt under the above section:

☐ b) Contract **IS NOT** exempt. The Contract Manager needs to consult with the Energy Commission attorney assigned to their division and the Siting Office regarding a possible Initial Study.
Budgets Information

Contract Amount Funded		Breakdown by FY			Funding Sources			
Funding Source	Amount	FY	Amount	Approved ?	Funding Source	FY	Budget List No.	Amount
ARFVTF	\$		\$	No	Funding Source			\$
ECAA	\$		\$	No	Funding Source			\$
State- ERPA	\$		\$	No	Funding Source			\$
Federal	\$		\$	No	Funding Source			\$
PIER - E	\$		\$	No	Funding Source			\$
PIER - NG	\$		\$	No	Funding Source			\$
Reimbursement	\$		\$	No	Funding Source			\$
RRTF	\$		\$	No	Funding Source			\$
Other:	\$		\$	No	Other:			\$
TOTAL: \$ 0		TOTAL:	\$ 0		TOTAL: \$ 0			
Reimbursement					Federal Agreement #:			

Contractor's Administrator/ Officer

Name:	Hamid Rastegar	Name:	Tom Murphy
Address:	5020 Chesebro Road, Suite 200	Address:	8801 Folsom Blvd., Suite 290
City, State, Zip:	Agoura Hills, CA, 91301	City, State, Zip:	Sacramento, CA 95826
Phone/ Fax:	818-597-3407/ 818-597-8001	Phone/ Fax:	916-379-0350/916-379-0357
E-Mail:	hrastegar@aspeneg.com	E-Mail:	tmurphy@aspeneg.com

Contractor Is

- ☒ Private Company (including non-profits)
☐ CA State Agency (including UC and CSU)
☐ Government Entity (i.e. city, county, federal government, air/water/school district, joint power authorities, university from another state)

Selection Process Used

- ☐ Solicitation Select Type Solicitation #: - - # of Bids: Low Bid? ☐ No ☐ Yes
☐ Non Competitive Bid (Attach CEC 96)
☒ Exempt Amendment to AE, Title 20 CCR 2566.b

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**Civil Service Considerations**

- ☐ Not Applicable (Contract is with a CA State Entity or a membership/co-sponsorship)
- ☐ Public Resources Code 25620, et seq., authorizes the Commission to contract for the subject work. (PIER)
- ☒ The Services Contracted:
- ☐ are not available within civil service
 - ☐ cannot be performed satisfactorily by civil service employees
 - ☒ are of such a highly specialized or technical nature that the expert knowledge, expertise, and ability are not available through the civil service system.
- ☒ The Services are of such an:
- ☒ urgent
 - ☒ temporary, or
 - ☒ occasional nature
- that the delay to implement under civil service would frustrate their very purpose.

Justification:

Services provided under this contract are of a technical nature. While some workload is handled by civil servants, it is necessary to secure temporary or occasional services of qualified technical personnel in order to address the potential for high-volume work generated by factors external to the Energy Commission. This work is usually also urgent in nature. In addition, some workload requires services of a highly specialized nature not available within civil service.

Payment Method

- ☒ A. Reimbursement in arrears based on:
- ☒ Itemized Monthly ☐ Itemized Quarterly ☐ Flat Rate ☐ One-time
- ☐ B. Advanced Payment
- ☐ C. Other, explain:

Retention

1. Is contract subject to retention? ☐ No ☒ Yes
- If Yes, Do you plan to release retention prior to contract termination? ☐ No ☒ Yes

Justification of Rates

Rates were negotiated during the selection process when the contract was originally developed. Contract rates will remain unchanged by this Amendment.

Disabled Veteran Business Enterprise Program (DVBE)

1. ☐ Not Applicable
2. ☒ Meets DVBE Requirements DVBE Amount:\$ (as needed) DVBE %: 3%
- ☐ Contractor is Certified DVBE
 - ☒ Contractor is Subcontracting with a DVBE: See Amendment 2 Contract Request Form Attachment 2
3. ☐ Contractor selected through CMAS or MSA with no DVBE participation.
4. ☐ Requesting DVBE Exemption (attach CEC 95)

Is Contractor a certified Small Business (SB), Micro Business (MB) or DVBE?

If yes, check appropriate box: ☐ SB ☐ MB ☐ DVBE

Is Contractor subcontracting any services?

If yes, give company name and identify if they are a Small Business (SB), Micro Business (MB) and/or DVBE:

See CRF Attachment 2 for complete team roster with status info. ☐ No ☐ SB ☐ MB ☐ DVBE

Team roster unchanged by Amendment 2. ☐ No ☐ SB ☐ MB ☐ DVBE

☐ No ☐ SB ☐ MB ☐ DVBE

Miscellaneous Contract Information

1. Will there be Work Authorizations? ☐ No ☒ Yes
2. Is the Contractor providing confidential information? ☐ No ☒ Yes
3. Is the contractor going to purchase equipment? ☒ No ☐ Yes
4. Check frequency of progress reports
- ☒ Monthly ☐ Quarterly ☐ Other...
5. Will a final report be required? ☐ No ☒ Yes
6. Is the contract, with amendments, longer than a year? If yes, why? ☐ No ☒ Yes
- With Amendment 2, the contract term will be four years to provide continuity in technical contract staff analysis.

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**The following items should be attached to this CRF**

1. Scope of Work, Attach as Exhibit A.	<input checked="" type="checkbox"/> N/A	<input type="checkbox"/> Attached
2. Budget Detail, Attach as Exhibit B.	<input checked="" type="checkbox"/> N/A	<input type="checkbox"/> Attached
3. CEC 96, NCB Request	<input checked="" type="checkbox"/> N/A	<input type="checkbox"/> Attached
4. CEC 30, Survey of Prior Work	<input checked="" type="checkbox"/> N/A	<input type="checkbox"/> Attached
5. CEC 95, DVBE Exemption Request	<input checked="" type="checkbox"/> N/A	<input type="checkbox"/> Attached
6. Draft CEQA Notice of Exemption (NOE)	<input checked="" type="checkbox"/> N/A	<input type="checkbox"/> Attached
7. Resumes	<input checked="" type="checkbox"/> N/A	<input type="checkbox"/> Attached
8. CEC 105, Questionnaire for Identifying Conflicts		<input checked="" type="checkbox"/> Attached
9. CEC 106, IT Component Reporting Form		<input checked="" type="checkbox"/> Attached

Contract Manager_____
Date_____
Office Manager_____
Date_____
Deputy Director_____
Date

The following signatures are only required when contract approval is delegated to the Executive Office and not approved at a Business Meeting.
See Business Meeting Information Section.

Presiding Policy Committee_____
Date_____
Associate Policy Committee_____
Date_____
Executive Director_____
Date